

# PERAC AUDIT REPORT



Clinton

Contributory Retirement System



JAN. 1, 2011 - DEC. 31, 2012





# TABLE OF CONTENTS

Letter from the Executive Director .....	1
Explanation of Findings and Recommendations.....	2
Statement of Ledger Assets and Liabilities.....	4
Statement of Changes in Fund Balances .....	4
Statement of Receipts.....	6
Statement of Disbursements.....	7
Investment Income .....	8
Schedule of Allocation of Investments Owned.....	9
Supplementary Investment Regulations .....	10
Notes to Financial Statements:	
Note 1 - Summary of Plan Provisions .....	11
Note 2 - Significant Accounting Policies .....	18
Note 3 - Supplementary Membership Regulations.....	20
Note 4 - Administration of the System .....	22
Note 5 - Actuarial Valuation and Assumptions.....	23
Note 6 - Membership Exhibit.....	24



# PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

DOMENIC J. F. RUSSO, *Chairman* | A. JOSEPH DeNUCCI, *Vice Chairman*

PAUL V. DOANE | JAMES M. MACHADO | DONALD R. MARQUIS | ROBERT B. McCARTHY | GREGORY R. MENNIS

JOSEPH E. CONNARTON, *Executive Director*

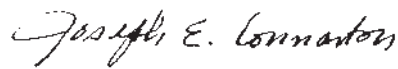
March 12, 2014

The Public Employee Retirement Administration Commission has completed an examination of the Clinton Retirement System pursuant to G.L. c. 32, § 21. The examination covered the period from January 1, 2011 to December 31, 2012. This audit was conducted in accordance with the accounting and management standards established by the Public Employee Retirement Administration Commission in regulation 840 CMR 25.00. Additionally, all supplementary regulations approved by PERAC and on file at PERAC are listed in this report.

In our opinion, the financial records are being maintained and the management functions are being performed in conformity with the standards established by the Public Employee Retirement Administration Commission with the exception of those noted in the findings presented in this report.

In closing, I acknowledge the work of examiner Scott Henderson who conducted this examination, and express appreciation to the Board of Retirement and staff for their courtesy and cooperation.

Sincerely,



Joseph E. Connarton  
Executive Director





# EXPLANATION OF FINDINGS AND RECOMMENDATIONS

## **1. Cash Reconciliation:**

A review of the bank reconciliation for the period ending August 31, 2013 revealed a number of items outstanding for more than six months. These outstanding items reach back to 2007 and include checks issued to former members who are now deceased.

**Recommendation:** Any un-cashed item older than six months should be researched so that proper voiding and recording of these items can be completed.

## **Board Response:**

- Correct adjusting entries have been made to bring the cash account into balance.
- Older outstanding checks have been voided with the Treasurer. Letters have been mailed to applicable members seeking verification of their demographic information and giving instructions to request the checks be re-issued.
- Any un-cashed items older than six months will be researched going forward to make sure proper voiding and recording of these items are completed in a timely manner.

## **2. Regular Compensation:**

- A. The Town places many types of pay in a category labeled “other”. Although other pay does not have retirement contributions withheld, some of the job duties for which employees receive “other pay” qualify as regular compensation, such as a stipend for producing minutes.
- B. In the case of certain employees, it was not clear which pay types retirement deductions had been withheld on and which pay types had been excluded.

## **Recommendation:**

- A. The reasons that members receive “other pay” should be researched. In circumstances that fit the definition of regular compensation it may be helpful to create a new pay code.
- B. The individuals in question should have all of the current year’s paychecks analyzed to determine proper treatment. The end result will be either issuing a refund or requesting contributions owed.

We also recommend that the administrator regularly review full payroll registers. That will help identify if any of these issues continue in the future.

## **Board Response:**

- The Administrator will review full payroll registers regularly and request explanations of “other pay” bi-annually, striving to work with the payroll offices to create new pensionable earnings codes when applicable and requesting they re-code any errors properly.
- Refunds will be issued and contributions owed will be requested when applicable.

## **3. Membership:**

There are employees who are working 20 or more hours per week in a permanent position who have not been enrolled in the Retirement System.

## EXPLANATION OF FINDINGS AND RECOMMENDATIONS (Continued)

**Recommendation:** The Town and School Department should be told to enroll employees who satisfy the requirements for membership in the Retirement System.

As noted in the second finding above, we recommend that the administrator regularly review full payroll registers to identify if this occurs in the future.

**Board Response:**

- A copy of the CRB supplementary regulations will be forwarded to the Town and School Payroll Department with a request that new employees be enrolled accordingly. A meeting will be held with the Town and School Human Resource Department heads to review the same.
- Payroll registers will be reviewed bi-annually to ensure compliance.

**FINAL DETERMINATION:**

***PERAC Audit staff will follow up in six (6) months to ensure appropriate actions have been taken regarding all findings.***



## STATEMENT OF LEDGER ASSETS AND LIABILITIES

AS OF DECEMBER 31,		
	2012	2011
<b>Net Assets Available For Benefits:</b>		
Cash	\$738,312	\$14,196,345
Pooled Domestic Equity Funds	510,688	0
Pooled International Equity Funds	699,650	352,253
Pooled Domestic Fixed Income Funds	0	2,942,248
Pooled Alternative Investment Funds	7,334	0
Pooled Real Estate Funds	1,411,226	2,239,933
Hedge Funds	0	1,455,675
PRIT Cash Fund	225,032	0
PRIT Core Fund	28,152,284	6,600,445
Interest Due and Accrued	0	57
Accounts Receivable	2,849	2,315
Accounts Payable	(6,250)	(17,645)
<b>Total</b>	<u>\$31,741,125</u>	<u>\$27,771,626</u>
<b>Fund Balances:</b>		
Annuity Savings Fund	\$9,547,755	\$9,596,892
Annuity Reserve Fund	2,561,955	1,947,043
Pension Fund	2,823,529	2,740,104
Military Service Fund	0	0
Expense Fund	0	0
Pension Reserve Fund	16,807,886	13,487,588
<b>Total</b>	<u>\$31,741,125</u>	<u>\$27,771,626</u>

The 2011 cash amount is due to the liquidation of two pooled funds on December 31, 2011.

## STATEMENT OF CHANGES IN FUND BALANCES

	Annuity Savings Fund	Annuity Reserve Fund	Pension Fund	Military Service Fund	Expense Fund	Pension Reserve Fund	Total All Funds
Beginning Balance (2011)	\$9,428,876	\$1,663,301	\$2,451,165	\$0	\$0	\$13,906,663	\$27,450,004
Receipts	889,435	50,988	2,143,632	0	207,294	(419,074)	2,872,275
Interfund Transfers	(515,852)	515,852	0	0	0	0	0
Disbursements	(205,568)	(283,099)	(1,854,693)		(207,294)	0	(2,550,654)
Ending Balance (2011)	9,596,892	1,947,043	2,740,104	0	0	13,487,588	27,771,626
Receipts	932,709	70,387	2,206,562	0	259,630	3,320,298	6,789,586
Interfund Transfers	(884,152)	884,152	0	0	0	0	0
Disbursements	(97,693)	(339,627)	(2,123,137)	0	(259,630)	0	(2,820,087)
Ending Balance (2012)	<u>\$9,547,755</u>	<u>\$2,561,955</u>	<u>\$2,823,529</u>	<u>\$0</u>	<u>\$0</u>	<u>\$16,807,886</u>	<u>\$31,741,125</u>

# STATEMENT OF RECEIPTS

FOR THE PERIOD ENDING DECEMBER 31,		
	2012	2011
<b>Annuity Savings Fund:</b>		
Members Deductions	\$828,832	\$852,177
Transfers from Other Systems	77,573	8,478
Member Make Up Payments and Re-deposits	13,140	6,628
Investment Income Credited to Member Accounts	<u>13,163</u>	<u>22,152</u>
Sub Total	<u>932,709</u>	<u>889,435</u>
<b>Annuity Reserve Fund:</b>		
Investment Income Credited to the Annuity Reserve Fund	<u>70,387</u>	<u>50,988</u>
<b>Pension Fund:</b>		
3 (8) (c) Reimbursements from Other Systems	31,085	31,311
Received from Commonwealth for COLA and Survivor Benefits	15,478	39,308
Pension Fund Appropriation	<u>2,160,000</u>	<u>2,073,013</u>
Sub Total	<u>2,206,562</u>	<u>2,143,632</u>
<b>Expense Fund:</b>		
Investment Income Credited to the Expense Fund	<u>259,630</u>	<u>207,294</u>
<b>Pension Reserve Fund:</b>		
Interest Not Refunded	0	406
Miscellaneous Income	49	0
Excess Investment Income/(Loss)	<u>3,320,249</u>	<u>(419,481)</u>
Sub Total	<u>3,320,298</u>	<u>(419,074)</u>
<b>Total Receipts, Net</b>	<u>\$6,789,586</u>	<u>\$2,872,275</u>

# STATEMENT OF DISBURSEMENTS

FOR THE PERIOD ENDING DECEMBER 31,		
	2012	2011
<b>Annuity Savings Fund:</b>		
Refunds to Members	\$73,932	\$143,890
Transfers to Other Systems	<u>23,760</u>	<u>61,677</u>
Sub Total	<u>97,693</u>	<u>205,568</u>
<b>Annuity Reserve Fund:</b>		
Annuities Paid	339,627	267,764
Option B Refunds	<u>0</u>	<u>15,335</u>
Sub Total	<u>339,627</u>	<u>283,099</u>
<b>Pension Fund:</b>		
Pensions Paid:		
Regular Pension Payments	1,485,230	1,194,852
Survivorship Payments	70,884	75,817
Ordinary Disability Payments	65,631	69,078
Accidental Disability Payments	268,479	265,388
Accidental Death Payments	95,363	94,598
Section 101 Benefits	0	6,116
3 (8) (c) Reimbursements to Other Systems	<u>137,549</u>	<u>148,844</u>
Sub Total	<u>2,123,137</u>	<u>1,854,693</u>
<b>Expense Fund:</b>		
Board Member Stipend	15,000	15,000
Salaries	42,755	36,286
Legal Expenses	1,173	0
Medical Expenses	50	0
Travel Expenses	834	0
Administrative Expenses	4,392	4,844
Accounting Services	500	0
Education and Training	285	64
Management Fees	153,941	111,108
Consultant Fees	25,000	25,000
Service Contracts	13,366	12,730
Fiduciary Insurance	<u>2,335</u>	<u>2,262</u>
Sub Total	<u>259,630</u>	<u>207,294</u>
<b>Total Disbursements</b>	<u><b>\$2,820,087</b></u>	<u><b>\$2,550,654</b></u>

# INVESTMENT INCOME

FOR THE PERIOD ENDING DECEMBER 31,		
	2012	2011
<b>Investment Income Received From:</b>		
Cash	\$3,304	\$10,326
Short Term Investments	0	3,924
Pooled or Mutual Funds	<u>911,810</u>	<u>400,806</u>
<b>Total Investment Income</b>	<u>915,114</u>	<u>415,055</u>
<b>Plus:</b>		
Realized Gains	711,062	238,382
Unrealized Gains	3,716,744	3,333,988
Interest Due and Accrued - Current Year	<u>0</u>	<u>57</u>
Sub Total	<u>4,427,805</u>	<u>3,572,426</u>
<b>Less:</b>		
Realized Loss	(6,871)	(31,179)
Unrealized Loss	(1,672,563)	(4,093,017)
Interest Due and Accrued - Prior Year	<u>(57)</u>	<u>(2,332)</u>
Sub Total	<u>(1,679,491)</u>	<u>(4,126,528)</u>
<b>Net Investment Income</b>	<u>3,663,429</u>	<u>(139,046)</u>
<b>Income Required:</b>		
Annuity Savings Fund	13,163	22,152
Annuity Reserve Fund	70,387	50,988
Expense Fund	<u>259,630</u>	<u>207,294</u>
<b>Total Income Required</b>	<u>343,180</u>	<u>280,435</u>
Net Investment Income	<u>3,663,429</u>	<u>(139,046)</u>
Less: Total Income Required	<u>343,180</u>	<u>280,435</u>
<b>Excess Income (Loss) To The Pension Reserve Fund</b>	<u>\$3,320,249</u>	<u>(\$419,481)</u>

## SCHEDULE OF ALLOCATION OF INVESTMENTS OWNED

(percentages by category)

AS OF DECEMBER 31, 2012		
	MARKET VALUE	PERCENTAGE OF TOTAL ASSETS
Cash	\$738,312	2.3%
Pooled Domestic Equity Funds	510,688	1.6%
Pooled International Equity Funds	699,650	2.2%
Pooled Alternative Investment Funds	7,334	0.0%
Pooled Real Estate Funds	1,411,226	4.4%
PRIT Cash Fund	225,032	0.7%
PRIT Core Fund	<u>28,152,284</u>	<u>88.7%</u>
<b>Grand Total</b>	<b><u>\$31,744,526</u></b>	<b><u>100.0%</u></b>

For the year ending December 31, 2012, the rate of return for the investments of the Clinton Retirement System was 13.71%. For the five-year period ending December 31, 2012, the rate of return for the investments of the Clinton Retirement System averaged 0.63%. For the 28-year period ending December 31, 2012, since PERAC began evaluating the returns of the retirement systems, the rate of return on the investments of the Clinton Retirement System was 7.57%.

The composite rate of return for all retirement systems for the year ending December 31, 2012 was 13.84%. For the five-year period ending December 31, 2012, the composite rate of return for the investments of all retirement systems averaged 1.83%. For the 28-year period ending December 31, 2012, since PERAC began evaluating the returns of the retirement systems, the composite rate of return on the investments of all retirement systems averaged 9.27%.

## SUPPLEMENTARY INVESTMENT REGULATIONS

The Clinton Retirement Board voted on November 29, 2011 to invest all of the system's assets with the PRIT fund. As a result of that motion, the supplemental investment regulations submitted and previously approved by the Public Employee Retirement Administration Commission were effectively rescinded.

# NOTES TO FINANCIAL STATEMENTS

## NOTE 1 – SUMMARY OF PLAN PROVISIONS

The plan is a contributory defined benefit plan covering all Clinton Retirement System member unit employees deemed eligible by the retirement board, with the exception of school department employees who serve in a teaching capacity. The Teachers' Retirement Board administers the pensions of such school employees.

### ADMINISTRATION

There are 105 contributory retirement systems for public employees in Massachusetts. Each system is governed by a retirement board and all boards, although operating independently, are governed by Chapter 32 of the Massachusetts General Laws. This law in general provides uniform benefits, uniform contribution requirements and a uniform accounting and funds structure for all systems.

### PARTICIPATION

Participation is mandatory for all full-time employees. Eligibility with respect to part-time, provisional, temporary, seasonal or intermittent employment is governed by regulations promulgated by the retirement board, and approved by PERAC. Membership is optional for certain elected officials.

There are 4 classes of membership in the retirement system, but one of these classes, Group 3, is made up exclusively of the State Police. The other 3 classes are as follows:

#### **Group 1:**

General employees, including clerical, administrative, technical and all other employees not otherwise classified.

#### **Group 2:**

Certain specified hazardous duty positions.

#### **Group 4:**

Police officers, firefighters, and other specified hazardous positions.



## NOTES TO FINANCIAL STATEMENTS (Continued)

### MEMBER CONTRIBUTIONS

Member contributions vary depending on the most recent date of membership:

Prior to 1975:	5% of regular compensation
1975 - 1983:	7% of regular compensation
1984 to 6/30/96:	8% of regular compensation
7/1/96 to present:	9% of regular compensation
1979 to present:	an additional 2% of regular compensation in excess of \$30,000.

In addition, members of Group 1 who join the system on or after April 2, 2012 will have their withholding rate reduced to 6 % after achieving 30 years of creditable service.

### RATE OF INTEREST

Interest on regular deductions made after January 1, 1984 is a rate established by PERAC in consultation with the Commissioner of Banks. The rate is obtained from the average rates paid on individual savings accounts by a representative sample of at least 10 financial institutions.

### RETIREMENT AGE

The mandatory retirement age for some Group 2 and Group 4 employees is age 65. Most Group 2 and Group 4 members may remain in service after reaching age 65. Group 4 members who are employed in certain public safety positions are required to retire at age 65. There is no mandatory retirement age for employees in Group 1.

### SUPERANNUATION RETIREMENT

A person who became a member before April 2, 2012 is eligible for a superannuation retirement allowance (service retirement) upon meeting the following conditions:

- completion of 20 years of service, or
- attainment of age 55 if hired prior to 1978, or if classified in Group 4, or
- attainment of age 55 with 10 years of service, if hired after 1978, and if classified in Group 1 or 2

A person who became a member on or after April 2, 2012 is eligible for a superannuation retirement allowance (service retirement) upon meeting the following conditions:

- attainment of age 60 with 10 years of service if classified in Group 1, or
- attainment of age 55 with 10 years of service if classified in Group 2, or
- attainment of age 55 if classified in Group 4.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### AMOUNT OF BENEFIT

A member's annual allowance is determined by multiplying average salary by a benefit rate related to the member's age and job classification at retirement, and the resulting product by his creditable service. The amount determined by the benefit formula cannot exceed 80% of the member's highest three year (or five year as discussed below) average salary. For veterans as defined in G.L. c. 32, s. 1, there is an additional benefit of \$15 per year for each year of creditable service, up to a maximum of \$300.

For employees who become members after January 1, 2011, regular compensation is limited to 64% of the federal limit found in 26 U.S.C. 401(a)(17). In addition, regular compensation will be limited to prohibit "spiking" of a member's salary to increase the retirement benefit.

- For persons who became members prior to April 2, 2012, Average Salary is the average annual rate of regular compensation received during the 3 consecutive years that produce the highest average, or, if greater, during the last 3 years (whether or not consecutive) preceding retirement.
- For persons who became members on or after April 2, 2012, Average Salary is the average annual rate of regular compensation received during the 5 consecutive years that produce the highest average, or, if greater, during the last 5 years (whether or not consecutive) preceding retirement.
- The Benefit Rate varies with the member's retirement age. For persons who became members prior to April 2, 2012 the highest rate of 2.5% applies to Group 1 employees who retire at or after age 65, Group 2 employees who retire at or after age 60, and to Group 4 employees who retire at or after age 55. A .1% reduction is applied for each year of age under the maximum age for the member's group. For Group 2 employees who terminate from service under age 55, the benefit rate for a Group 1 employee shall be used.
- For persons who became members on or after April 2, 2012 and retire with less than 30 years of creditable service, the highest rate of 2.5% applies to Group 1 employees who retire at or after age 67, Group 2 employees who retire at or after age 62, and to Group 4 employees who retire at or after age 57. A .15% reduction is applied for each year of age under the maximum age for the member's group.
- For persons who became members on or after April 2, 2012 and retire with more than 30 years of creditable service, the highest rate of 2.5% applies to Group 1 employees who retire at or after age 67, Group 2 employees who retire at or after age 62, and to Group 4 employees who retire at or after age 55. A .125% reduction is applied for each year of age under the maximum age for the member's group.

### DEFERRED VESTED BENEFIT

A participant who has attained the requisite years of creditable service can elect to defer his or her retirement until a later date. Certain public safety employees cannot defer beyond age 65. All participants must begin to receive a retirement allowance or withdraw their accumulated deductions no later than April 15 of the calendar year following the year they reach age 70½.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### WITHDRAWAL OF CONTRIBUTIONS

Member contributions may be withdrawn upon termination of employment. The interest rate for employees who first become members on or after January 1, 1984 who voluntarily withdraw their contributions with less than 10 years of service will be 3%. Interest payable on all other withdrawals will be set at regular interest.

### DISABILITY RETIREMENT

The Massachusetts Retirement Plan provides 2 types of disability retirement benefits:

#### ORDINARY DISABILITY

**Eligibility:** Non-veterans who become totally and permanently disabled by reason of a non-job related condition with at least 10 years of creditable service (or 15 years creditable service in systems in which the local option contained in G.L. c. 32, s.6(1) has not been adopted).

Veterans with ten years of creditable service who become totally and permanently disabled by reason of a non-job related condition prior to reaching “maximum age”. “Maximum age” applies only to those employees classified in Group 4 who are subject to mandatory retirement.

**Retirement Allowance:** For persons who became members prior to April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 55. If the member is a veteran, the benefit is 50% of the member’s final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 55, he or she will receive not less than the superannuation allowance to which he or she is entitled.

For persons in Group 1 who became members on or after April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 60. If the member is a veteran, the benefit is 50% of the member’s final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 60, he or she will receive not less than the superannuation allowance to which he or she would have been entitled had they retired for superannuation.

For persons in Group 2 and Group 4 who became members on or after April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 55. If the member is a veteran, the benefit is 50% of the member’s final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 55, he or she will receive not less than the superannuation allowance to which he or she would have been entitled had they retired for superannuation.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### ACCIDENTAL DISABILITY

**Eligibility:** Applies to members who become permanently and totally unable to perform the essential duties of the position as a result of a personal injury sustained or hazard undergone while in the performance of duties. There are no minimum age or service requirements.

**Retirement Allowance:** 72% of salary plus an annuity based on accumulated member contributions, with interest. This amount is not to exceed 100% of pay. For those who became members in service after January 1, 1988 or who have not been members in service continually since that date, the amount is limited to 75% of pay. There is an additional pension of \$774.36 per year (or \$312.00 per year in systems in which the local option contained in G.L. c. 32, s. 7(2)(a)(iii) has not been adopted), per child who is under 18 at the time of the member's retirement, with no age limitation if the child is mentally or physically incapacitated from earning. The additional pension may continue up to age 22 for any child who is a full time student at an accredited educational institution. For systems that have adopted Chapter 157 of the Acts of 2005, veterans as defined in G.L. c. 32, s. 1 receive an additional benefit of \$15 per year for each year of creditable service, up to a maximum of \$300.

### ACCIDENTAL DEATH

**Eligibility:** Applies to members who die as a result of a work-related injury or if the member was retired for accidental disability and the death was the natural and proximate result of the injury or hazard undergone on account of which such member was retired.

**Allowance:** An immediate payment to a named beneficiary equal to the accumulated deductions at the time of death, plus a pension equal to 72% of current salary and payable to the surviving spouse, dependent children or the dependent parent, plus a supplement of \$774.36 per year, per child (or \$312.00 per year in systems in which the local option contained in G.L. c. 32, s. 9(2)(d)(ii) has not been adopted), payable to the spouse or legal guardian until all dependent children reach age 18 or 22 if a full time student, unless mentally or physically incapacitated.

The surviving spouse of a member of a police or fire department or any corrections officer who, under specific and limited circumstances detailed in the statute, suffers an accident and is killed or sustains injuries while in the performance of his duties that results in his death, may receive a pension equal to the maximum salary for the position held by the member upon his death. In addition, an eligible family member may receive a one time payment of \$100,000.00 from the State Retirement Board. This lump sum payment is also available to the family of a public prosecutor in certain, limited circumstances.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### DEATH AFTER ACCIDENTAL DISABILITY RETIREMENT

Effective November 7, 1996, Accidental Disability retirees were allowed to select Option C at retirement and provide a benefit for an eligible survivor. For Accidental Disability retirees prior to November 7, 1996, who could not select Option C, if the member's death is from a cause unrelated to the condition for which the member received accidental disability benefits, a surviving spouse will receive an annual allowance of \$6,000. For Systems that accept the provisions of Section 28 of Chapter 131 of the Acts of 2010, the amount of this benefit is \$9,000. For Systems that accept the provisions of Section 63 of Chapter 139 of the Acts of 2012, the amount of this benefit is \$12,000.

### DEATH IN ACTIVE SERVICE

**Allowance:** An immediate allowance equal to that which would have been payable had the member retired and selected Option C on the day before his or her death. For a member who became a member prior to April 2, 2012 whose death occurred prior to the member's superannuation retirement age, the age 55 benefit rate is used. For a member classified in Group 1 who became a member on or after April 2, 2012 whose death occurred prior to the member's superannuation retirement age, the age 60 benefit rate is used. If the member died after age 60, the actual age is used. For a member classified in Group 2 or Group 4, whose death occurred prior to the member's minimum superannuation retirement age, the benefit shall be calculated using an age 55 age factor. The minimum annual allowance payable to the surviving spouse of a member in service who dies with at least two years of creditable service is \$3,000 unless the retirement system has accepted the local option increasing this minimum annual allowance to \$6,000, provided that the member and the spouse were married for at least one year and living together on the member's date of death.

The surviving spouse of such a member in service receives an additional allowance equal to the sum of \$1,440 per year for the first child and \$1,080 per year for each additional child until all dependent children reach age 18 or 22 if a full time student, unless mentally or physically incapacitated.

### COST OF LIVING

If a system has accepted Chapter 17 of the Acts of 1997, and the Retirement Board votes to pay a cost of living increase (COLA) for that year, the percentage is determined based on the increase in the Consumer Price Index used for indexing Social Security benefits, but cannot exceed 3.0%. Section 51 of Chapter 127 of the Acts of 1999, if accepted, allows boards to grant COLA increases greater than that determined by CPI but not to exceed 3.0%. Only a certain portion of a retiree's total allowance is subject to a COLA. The total COLA for periods from 1981 through 1996 is paid for by the Commonwealth of Massachusetts.

Under the provisions of Chapter 32, Section 103(j) inserted by Section 19 of Chapter 188 of the Acts of 2010, systems may increase the maximum base on which the COLA is calculated in multiples of \$1,000. For many years the COLA base was calculated based upon the first \$12,000 of a retiree's allowance. Now the maximum base upon which the COLA is calculated varies from system to system. Each increase in the base must be accepted by a majority vote of the Retirement Board and approved by the legislative body.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### METHODS OF PAYMENT

A member may elect to receive his or her retirement allowance in one of 3 forms of payment.

**Option A:** Total annual allowance, payable in monthly installments, commencing at retirement and terminating at the member's death.

**Option B:** A reduced annual allowance, payable in monthly installments, commencing at retirement and terminating at the death of the member, provided, however, that if the total amount of the annuity portion received by the member is less than the amount of his or her accumulated deductions, including interest, the difference or balance of his accumulated deductions will be paid in a lump sum to the retiree's beneficiary or beneficiaries of choice.

**Option C:** A reduced annual allowance, payable in monthly installments, commencing at retirement. At the death of the retired employee, 2/3 of the allowance is payable to the member's designated beneficiary (who may be the spouse, or former spouse who is has not remarried, child, parent, sister, or brother of the employee) for the life of the beneficiary. For members who retired on or after January 12, 1988, if the beneficiary pre-deceases the retiree, the benefit payable increases (or "pops up" to Option A) based on the factor used to determine the Option C benefit at retirement. For members who retired prior to January 12, 1988, if the System has accepted Section 288 of Chapter 194 of the Acts of 1998 and the beneficiary pre-deceases the retiree, the benefit payable "pops up" to Option A in the same fashion. The Option C became available to accidental disability retirees on November 7, 1996.

### ALLOCATION OF PENSION COSTS

If a member's total creditable service was partly earned by employment in more than one retirement system, the cost of the "pension portion" is allocated between the different systems pro rata based on the member's service within each retirement system. If a member received regular compensation concurrently from two or more systems on or after January 1, 2010, and was not vested in both systems as of January 1, 2010, such a pro-rata will not be undertaken. This is because such a person will receive a separate retirement allowance from each system.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

The accounting records of the System are maintained on a calendar year basis in accordance with the standards and procedures established by the Public Employee Retirement Administration Commission.

Cash accounts are considered to be funds on deposit with banks and are available upon demand.

Short Term Investments are highly liquid investments that will mature within twelve months from the date of acquisition.

Investments are reported at their fair value. Securities traded on recognized exchanges are valued at the most recent sales price at year end. If no sale was reported, the mean of the bid and asked price is used when available, or the most recent bid price. Mutual, commingled and pooled funds are valued based on the net asset or unit value at year end. Real estate and alternative investments are valued based on estimates provided by the managers of those respective investments. Purchases and sales of securities are reflected on the date the trade is initiated. Realized gain or loss is largely based on the difference between the cost or the value at the prior year end and the funds realized upon liquidation. Dividend income is generally recorded when received. Interest income is recorded as earned on an accrual basis. Income from alternative investments is recorded as reported by the managing partner. Appreciation or depreciation in the value of investments consists of the unrealized gains and losses reported as the difference between the previous period and the current value.

The system makes estimates and assumptions that affect the reported values of assets and liabilities and the reported amounts added and deducted during the reporting periods. The fair value of real estate and alternative investment holdings are generally estimated in the absence of reliable exchange values. The actual funds realized upon liquidation may differ from these estimates.

The provisions of Massachusetts General Laws Chapter 32, § 23 (2) generally govern the investment practices of the system. The Board retains an investment consultant to closely monitor the implementation and performance of their investment strategy and advise them of the progress toward full funding of the system. That strategy seeks to balance the exposure to common deposit and investment risks related to custody, credit concentrations, interest rate and foreign currency fluctuations.

Operating expenses include the ordinary and necessary cost of investment and professional services and the other miscellaneous administrative expenses of the system.

## NOTES TO FINANCIAL STATEMENTS (Continued)

The Annuity Savings Fund is the fund in which members' contributions are deposited. Voluntary contributions, re-deposits, and transfers to and from other systems, are also accounted for in this fund. Members' contributions to the fund earn interest at a rate determined by PERAC. Interest for some members who withdraw with less than ten years of service is transferred to the Pension Reserve Fund. Upon retirement, members' contributions and interest are transferred to the Annuity Reserve Fund. Dormant account balances must be transferred to the Pension Reserve Fund after a period of ten years of inactivity.

The Annuity Reserve Fund is the fund to which a member's account is transferred upon retirement from the Annuity Savings Fund and Special Military Service Credit Fund. The annuity portion of the retirement allowance is paid from this fund. Interest is credited monthly to this fund at the rate of 3% annually on the previous month's balance.

The Special Military Service Credit Fund contains contributions and interest for members while on a military leave for service in the Armed Forces who will receive creditable service for the period of that leave.

The Expense Fund contains amounts transferred from investment income for the purposes of administering the retirement system.

The Pension Fund contains the amounts appropriated by the governmental units as established by PERAC to pay the pension portion of each retirement allowance.

The Pension Reserve Fund contains amounts appropriated by the governmental units for the purposes of funding future retirement benefits. Any profit or loss realized on the sale or maturity of any investment or on the unrealized gain of a market valued investment as of the valuation date is credited to the Pension Reserve Fund. Additionally, any investment income in excess of the amount required to credit interest to the Annuity Savings Fund, Annuity Reserve Fund, and Special Military Service Credit Fund is credited to this Reserve account.

The Investment Income Account is credited with all income derived from interest and dividends of invested funds. At year-end the interest credited to the Annuity Savings Fund, Annuity Reserve Fund, Expense Fund, and Special Military Service Credit Fund is distributed from this account and the remaining balance is transferred to the Pension Reserve Fund.



## NOTES TO FINANCIAL STATEMENTS (Continued)

### NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS

The Clinton Retirement System submitted the following supplementary membership regulations, which were approved by the Public Employee Retirement Administration Commission:

#### **Membership**

1.) Employees of any member unit of the Clinton Retirement System, who are regularly employed in a permanent position, for a minimum of twenty hours per week and thus eligible for Town benefits as defined by the Town Personnel By-Laws, who also is earning a minimum of \$5,000.00 per year must join the Retirement System. Officials who are elected after 7/1/2009 who receive a salary but earn less than \$5,000.00 per year may elect to join, however such official will not accrue creditable service per Chapter 21 of the Acts of 2009. This Rule is to become effective for all new employees of the Town of Clinton hired on or after the date of approval is received from PERAC. All current active members before the date of PERAC's approval will be grandfathered into the System.

1a.) Seasonal and temporary employees shall be ineligible to join the System. However, upon becoming permanent, the employee shall have the option of purchasing prior service as allowed by the retirement board supplementary regulations in effect on the date of purchase. This service shall be for retirement calculation purposes only.

#### **Creditable Service**

2.) Any employee of the Town of Clinton working in a position which meets the membership eligibility requirements and works the full number of hours assigned to that position will receive full time credit. Any member working less than the full-time hours assigned to their position shall have creditable service pro-rated against the full-time equivalent of their position.

2a.) School department employees who are employed for a full school year working the full time hours available for their position will receive one full year creditable service. School Department employees working less than the total hours or days required by their position will be pro-rated against the full-time equivalent for that position.

2b.) **Applicability:** This regulation shall apply to creditable service calculated for member buybacks, membership transfers to other Systems and retirement calculations for the members of the Clinton Retirement System who terminate or retire on or after the date of PERAC's approval of this regulation.

2c.) Per Chapter 21 of the Acts of 2009, Members of the Clinton Retirement System who earn less than \$5,000.00 per year and who established membership prior to July 1, 2009 shall continue to be members of the system. The regular compensation of such member shall be subject to retirement withholdings, but such member shall not accrue creditable service after July 1, 2009, except that, such member who on said date was serving in an elected or appointed term of office or employment shall continue to be credited with service until the expiration of said term of office or employment, but not thereafter.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS (Continued)

3.) Buyback of Eligible Prior Creditable Service: All prior employees of the Town who were ineligible to join the retirement system but are later employed by the Town and become members of the Retirement System will be allowed to make payment towards creditable service for this service. Pursuant to Chapter 21 of the Acts of 2009, compensated service under \$5,000.00/yr. earned Pre-July 2009 may be considered for purchase. Compensated service under \$5,000.00/yr. earned Post-July 2009 is ineligible for purchase. The creditable service earned is for retirement calculation purposes only.

3a.) Buyback of Eligible Veteran Service: A veteran may buy back a maximum of four years creditable service pursuant to Chapter 71 of the Acts of 1996 up until the date of retirement, to be paid in one lump sum. The creditable service earned is for retirement calculation purposes only.

3b.) Buyback of Eligible Call Firefighter Service: To allow up to a maximum of five years creditable service to any current active member for call firefighter service. Pursuant to Chapter 21 of the Acts of 2009, Compensated service earned under \$5,000.00/yr. Pre-July 2009 may be considered for purchase. Compensated service earned under \$5,000.00/yr. Post-July 2009 is ineligible for purchase. The creditable service earned is for retirement calculation purposes only.

3c.) Buybacks: Any Person requesting a buyback must have verification records of employment which document salary earned, hours worked and proof that they were not enrolled in FICA during the buyback request period. All buybacks must be made in one lump sum payment.

3d.) Liability - Acceptance of Eligible Prior Creditable Service: No liability for service will be accepted by the Clinton Retirement System for service with the Town of Clinton which did not entitle the employee to membership in the Clinton Retirement System pursuant to Ch. 32, Sec. 3(5), unless the employee subsequently becomes a member of the Clinton Retirement System and purchases the service while employed by the Town of Clinton.

#### **Miscellaneous**

4.) Member Duties and Responsibilities: It is the responsibility of any member and critically important that any member who has an accident on the job or is exposed to a health hazard file a notice of injury be filed with your retirement board as well as your employer. The notice should be filed within ninety days of the occurrence of the injury or exposure.

#### **Travel Regulations**

September 27, 2002

The Clinton Retirement System has adopted Travel Supplemental Regulations under the provisions of G.L. c. 7, § 50 and G.L. c. 32, § 21(4). Regulations available upon written request, and are also available on the PERAC website <http://www.mass.gov/perac/Clinton>.

## NOTES TO FINANCIAL STATEMENTS (Continued)

#### NOTE 4 - ADMINISTRATION OF THE SYSTEM

The System is administered by a five-person Board of Retirement consisting of the Town Accountant who shall be a member ex-officio, a second member appointed by the governing authority, a third and fourth member who shall be elected by the members in or retired from the service of such system, and a fifth member appointed by the other four board members.

**Ex-officio Member:** Diane Magliozzi, Chairperson

Appointed Member: George Kittredge                      Until a successor is appointed

Elected Member: John McNamara Term Expires: 02/01/16

Elected Member: Michael DiGisi Term Expires: 01/16/14

Appointed Member: Paul Cherubini                      Term Expires: 02/05/15

The Board members are required to meet at least once a month. The Board must keep a record of all of its proceedings. The Board must annually submit to the appropriate authority an estimate of the expenses of administration and cost of operation of the system. The board must annually file a financial statement of condition for the system with the Executive Director of PERAC.

The investment of the system's funds is the responsibility of the Board. All retirement allowances must be approved by the Retirement Board. The PERAC Actuary performs verification prior to payment, unless the system has obtained a waiver for superannuation calculations allowing them to bypass this requirement. All expenses incurred by the System must be approved by a majority vote of the Board. Payments shall be made only upon vouchers signed by two persons designated by the Board.

The following retirement board members and employees are bonded by an authorized agent representing a company licensed to do business in Massachusetts as follows:

Treasurer - Custodian:	)	Coverage provided to a limit of \$50,000,000
Ex-officio Member:	)	under a master MACRS sponsored policy issued
Elected Members:	)	through a layered program with Travelers,
Appointed Members:	)	National Union Fire, and Arch. Separate fidelity
Staff Employees:	)	coverage pertaining to ERISA/Crime to a limit of
		\$1,000,000 issued through Travelers Casualty
		and Surety Company, deductible \$10,000.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### NOTE 5 - ACTUARIAL VALUATION AND ASSUMPTIONS

The most recent actuarial valuation of the System was prepared by the Public Employee Retirement Administration Commission as of January 1, 2013.

The actuarial liability for active members was	\$28,059,079
The actuarial liability for vested terminated members was	472,074
The actuarial liability for non-vested terminated members was	135,436
The actuarial liability for retired members was	<u>23,179,013</u>
The total actuarial liability was	\$51,845,602
System assets as of that date were (actuarial value)	<u>31,245,672</u>
The unfunded actuarial liability was	<u><u>\$20,599,930</u></u>
 The ratio of system's assets to total actuarial liability was	 60.3%
As of that date the total covered employee payroll was	\$9,174,658

The normal cost for employees on that date was 8.5% of payroll

The normal cost for the employer was 5.9% of payroll

The principal actuarial assumptions used in the valuation are as follows:

Investment Return: 7.75% per annum  
 Rate of Salary Increase: Varies by group and service

### GASB STATEMENT NO. 25, DISCLOSURE INFORMATION AS OF JANUARY 1, 2013

Actuarial Valuation Date	Actuarial Value of Assets ( a )	Actuarial Accrued Liability ( b )	Unfunded AAL (UAAL) ( b-a )	Funded Ratio ( a/b )	Covered Payroll ( c )	UAAL as a % of Cov. Payroll ( (b-a)/c )
1/1/2013	\$31,245,672	\$51,845,602	\$20,599,930	60.3%	\$9,174,658	224.5%
1/1/2011	\$30,195,004	\$46,039,666	\$15,844,662	65.6%	\$9,254,265	171.2%
1/1/2009	\$24,027,241	\$42,039,377	\$18,012,136	57.2%	\$9,551,282	188.6%
1/1/2007	\$24,128,460	\$36,394,533	\$12,266,073	66.3%	\$8,510,265	144.1%

## NOTES TO FINANCIAL STATEMENTS (Continued)

### NOTE 6 - MEMBERSHIP EXHIBIT

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Retirement in Past Years</b>										
Superannuation	6	7	2	1	1	4	2	6	7	10
Ordinary Disability	0	1	0	0	1	0	0	0	1	1
Accidental Disability	1	0	1	0	1	0	1	0	0	0
<b>Total Retirements</b>	7	8	3	1	3	4	3	6	8	11
 Total Retirees, Beneficiaries and Survivors	100	103	104	100	100	104	109	102	100	108
 Total Active Members	242	259	261	276	250	263	254	233	233	233
<b>Pension Payments</b>										
Superannuation	\$705,041	\$868,830	\$904,153	\$901,824	\$899,529	\$957,850	\$1,099,019	\$1,151,425	\$1,194,852	\$1,485,230
Survivor/Beneficiary Payments	15,400	11,535	8,256	7,322	65,648	66,513	2,815	66,258	75,817	70,884
Ordinary Disability	35,306	45,675	56,256	49,906	63,948	69,287	70,649	72,019	69,078	65,631
Accidental Disability	181,709	189,954	201,638	216,765	275,265	248,298	275,236	261,897	265,388	268,479
Other	88,553	133,385	146,565	207,527	215,773	214,127	224,594	266,095	249,558	232,912
<b>Total Payments for Year</b>	<u>\$1,026,009</u>	<u>\$1,249,379</u>	<u>\$1,316,868</u>	<u>\$1,383,344</u>	<u>\$1,520,163</u>	<u>\$1,556,075</u>	<u>\$1,672,313</u>	<u>\$1,817,694</u>	<u>\$1,854,693</u>	<u>\$2,123,137</u>





PERAC

Five Middlesex Avenue | Third Floor  
Somerville, MA | 02145

Ph: 617.666.4446 | Fax: 617.628.4002

TTY: 617.591.8917 | Web: [www.mass.gov/perac](http://www.mass.gov/perac)